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DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL SERVICES

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MEMORANDUM

TO: Human Resource Managers

FROM: Robbie Berry

DATE: February 4, 2005

SUBJECT: Statewide Human Resource Meeting

Please plan to attend the Statewide Human Resource Meeting on Friday, March 18, 2005 at the Eisenhower State Office Building, 700 SW Harrison, 4th floor Conference Room. Your confirmation letter will contain the agenda, directions on how to get there along with parking information. The meeting is scheduled from **10:00 am to 3:30 pm with a one hour and fifteen minute lunch**. Agenda is in the planning stages and will be forwarded to you in time for the meeting.

Please notify Sharon Swoyer via email at sharon.swoyer@da.state.ks.us if you are attending the meeting. Remember to include your email address. If you do not receive a confirmation notice within three days of your email, please contact Sharon at 785-296-4278.

We look forward to seeing you at the meeting. If you have any questions please feel free to contact me at robbie.berry@da.state.ks.us; Bob Cockrell, Chair at bob.cockrell@kbi.state.ks.us; Joan Bayens, Co-Chair at jbayens@ksjja.org or Carmen Sellens, Co-Chair at carmens@aging.state.ks.us.